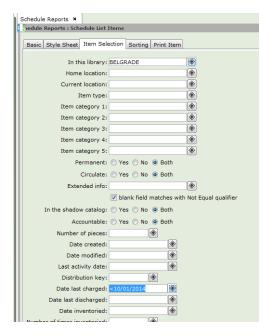
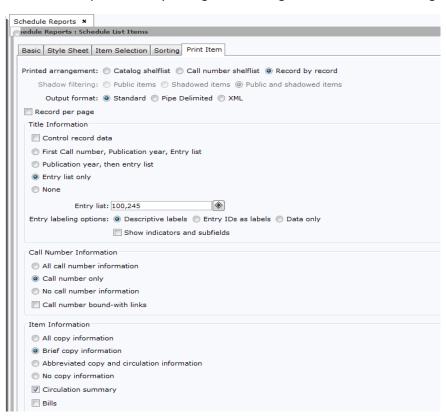
# Weeding with Workflows:

- List Item report in "Bibliographic" tab
- Avoid Weeding Reports in the "My Copies" tab as they take too long to run
- Make sure to set it to your library
- Enter the cutoff date for material last circulated using the gadget



 The print item tab has options to help determine what the report should include

Here is an example of what you might select to generate a useful weeding list



#### Please note:

Home location, Item Type and Item Categories are the easiest ways to narrow list reports

## You have options!

Dewey range is not a limiter for the Item List report in Workflows. Director's Station can export lists by Dewey range

Contact MSC admin if you don't have a user name in Directors Station

View the <u>helpful Directors</u> Station tutorial



API is an advanced way for MSC admin to pull information from the system

We can use API to create spreadsheets quickly and send them to you

You will get an Excel file with your whole collection that you can sort in any way you wish

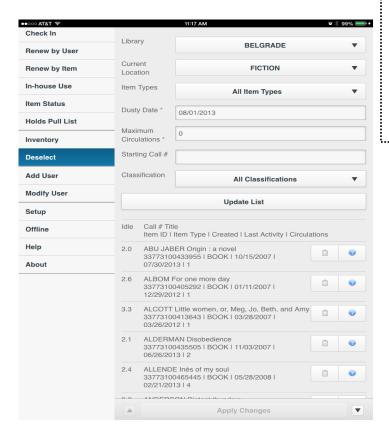
### Remember:

Contact MSC staff with any questions before you begin your project

Have MSC staff set up a Missing user for your library if you don't already have one

# Weeding with Mobile Circ:

- Deselect=weeding
- Dusty=how long it's been gathering dust
- Leave max circs at 0
- View list and mark items discard or missing from the app
- Select list by Current Location and Item Types



#### Please note:

Make sure to set up your Missing user in MobileCirc before using the question mark button. This ensures that items are checked out to your specific Missing user rather than the generic one.

The trash can icon changes
the home location to
Discard. MSC reports do the
rest. Once you Discard in
MobileCirc you don't need to
do anything further in
WorkFlows.